Olivenhain Water District Training and Transition Task Checklist

These are the tasks that your agency needs to complete to successfully prepare for operations on the RCS.

	Task	Contact for Assistance	Actual Start Date	Status	Comments
1	Define Equipment Needs	Motorola		X	
2	Obtain Contract Proposal	Motorola			Not Applicable
3	Get Approval of Purchase	RCS Project Team			Not Applicable
4	Execute Purchase and Schedule Delivery	Motorola and TTT			Not Applicable
5	Determine Training Approach and Methodology	TTT			
6	Negotiate Installation Contract	TTT and the Installer			Not Applicable
7	Train the Trainer (s)	TTT			
8	Approve Talkgroup/Operating Policy	TTT			
9	Develop and Pilot Template	TTT			
10	Receive Radios	Motorola			Not Applicable
11	Program Radios	County Radio Shop			Not Applicable
12	Install Radios	The Installer			Not Applicable
13	Conduct User Training	TTT			
14	Follow-up Visit and Survey	TTT			TTT will conduct follow-up visit and survey
15	Develop Legacy Training Program	TTT			
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Note: TTT refers to The Training and Transition Team

The Installer refers to either the County, Motorola or other RCS approved vendors

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